



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 16, 2014

Teneshia Windsor
226 29th St. SE- #E 5
Cedar Rapids, Iowa 52403

Dear Teneshia,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the January 15, 2014 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: You had a number of items out of compliance that are considered safety issues. While you are not currently providing child care you did have children in care until June of 2013. Areas you need to attend to before taking children into your home include putting a smoke detector in the living room, purchasing a first-aid kit, placing your medicines in an area that is not accessible to a child or placing a safety lock on the cabinet they are stored in, covering all electrical outlets and complete training fir Infant and Child First-aid and CPR as Mandatory Reporter of child abuse training.

How to correct: Correct all the items listed in this letter as out of compliance.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

☐ 110.5(1)d Medicines are inaccessible to children.

Reason determined out of compliance: I observed medicines in a cabinet in the bathroom that were not secured from access by a child. Your cleaning supplies in a cabinet under the kitchen sink do not have a safety lock as so are accessible to a child.

How to correct: Move the medicines to an area that is secured from access by a child and either move the cleaning supplies to an area not accessible to a child or place a safety lock on the cabinet they are currently stored in.

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

Reason determined out of compliance: You do not have a first-aid kit available to treat minor injuries.

How to correct: Purchase a first-aid kit that has the required items in it. I have enclosed a list of items needed for your first-aid kit. Johnson and Johnson has a 170 items kit that meets this requirement.

☐ 110.5(1)e Electrical wiring shall be maintained.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Reason determined out of compliance: I observed electrical outlets in the living room, kitchen and bedroom used for napping that did not have caps on them.

How to correct: Place safety caps on all accessible electrical outlets in your home.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Reason determined out of compliance: I observed you did not have these plans written and posted at the exit from your apartment.

How to correct: Using the form I left with you draw your evacuation routes in the case of a fire and your safe place in the event of a tornado. At the bottom of the form complete the sections with written instructions on what to do in case of a fire or tornado.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Reason determined out of compliance: You did not have any documentation these drills are being practiced. While you currently do not have any children in your care, you did not have any record of these drills being done when children were placed in your home for child care.

How to correct: Use the Emergency Drills form I left with you to record when you practice monthly emergency drills once you have children in care.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Reason determined out of compliance: I observed you had a 1A 10 BC rated fire extinguisher in the kitchen which is not the size required.

How to correct: Purchase a 2A 10 BC rated fire extinguisher for your home child care.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Reason determined out of compliance: I noted during our compliance visit you did not have a smoke detector in the living room.

How to correct: Mount a smoke detector in the living room.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have any documentation smoke detectors have their batteries tested monthly. While you currently do not have any children in your care, you did not have any record of smoke detector batteries being tested when children were placed in your home for child care.

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Reason determined out of compliance: You stated you do not have a written policy for this.

How to correct: Using the worksheet I left with you as a guide write your mildly ill policy. Marie Rompot from CCR&R can assist you with this.

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Reason determined out of compliance: You stated you do not have a written policy for this.

How to correct: Using the worksheet I left with you as a guide write your health-related emergencies policy. Marie Rompot from CCR&R can assist you with this.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance:

How to correct:

☐ 110.5(2)b Certificates or training verification documentation for:

Reason determined out of compliance:

How to correct:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Reason determined out of compliance:

How to correct:

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Reason determined out of compliance: You did not have any documentation of a physical done within the past 2 years.

How to correct: You stated you have a doctor's appointment scheduled for January 20,

2014. Take the Provider physical form I gave you to the appointment and go over it with your physician and have them complete and sign it.

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

Reason determined out of compliance: Your registration is due for renewal July 1, 2014 and you shared you have not taken any trainings.

How to correct: You can contact HACAP at 393-7811 or Child Care Resource and Referral at 563/324-3236 ext. 1410 for a list of trainings being offered in this area.

☐ 110.5(6) Discipline

☐ 110.5(6)b No punishment is used which is humiliating or frightening, or causes pain or discomfort to the child.

Reason determined out of compliance: When we discussed the discipline techniques you use with children in your care you stated you have them do a time out for 15 minutes. A child stands facing the wall during this time out.

How to correct: This type of discipline is humiliating and causes discomfort. As we talked about this we determined you would lessen the length of time outs to no more than five minutes and to have them sit in a designated place rather than stand and face a wall.

☐ 110.5(7) Meals

☐ 110.5(7) Regular meals, midmorning snacks and mid-afternoon snacks are well balanced, nourishing, and appropriate amounts as defined by the USDA Child and Adult Care Food Program.

At this time you do not have any children in your child care so this item was not reviewed. I did give you information on the Child and Adult Care Food Program. I urge you to enroll in this program.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.
- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.
- ☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.
- ☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.
- ☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.
- ☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.
- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.
- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.
- ☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.
- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

I instructed you on the information you will need to have in a child's file when you begin providing child care again. The parents for each child in your care need to complete and sign the Child Intake and Emergency Medical Authorization forms the day a child starts in your care. They need to update this information annually.

You need to have a copy of the child's Department of Public Health immunization certificate which the parent can get from the child's doctor. Each preschool aged child in your care needs an annual physical and you can use the form I left with you for this or use a doctor's form if they have one they use.

- ☐ 110.5(9) The provider meets the following requirements:

- ☐ 110.5(9)c Is capable of handling emergencies.

Reason determined out of compliance: You have not completed the required trainings in Infant and Child first-aid and CPR and Mandatory Reporter of Child.

How to correct: Complete these trainings as soon as possible.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on March 4, 2014 at 11:00 a.m.

Please do not hesitate to contact me at DHS at 892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319/432-1076 (Marie Rompot).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).